CHAPTER II.

General Powers and Duties.

25. *Function.*—The office of the Superintendent, Government Printing and Stationery, Bombay, is the agency for the supply of all articles of stationery required for the use of the officers of Government in the Province of Bombay and the jurisdiction of the Superintendent, Government Printing and Stationery, extends over the whole Province.

26. *Location.*—The office is located in the City of Bombay in a spacious building near the Charni Road Station of the B. B. & C. I. Railway and is under the administrative control of the Superintendent, Government Printing and Stationery.

27. *Duties.*—The general office routine work of the department is managed by an Assistant Superintendent who attends to all ordinary matters regarding stocks, accounts, correspondence, etc., and the Superintendent, who supervises all important work of the office and stores, is held personally responsible to Government. The Assistant Superintendent attends to passing of indents for compliance for all classes of stationery and other articles, not exceeding, except under special circumstances, the quantities fixed for each office in the sanctioned model indent.

28. *Power of purchase.*—The Superintendent, Government Printing and Stationery, is the adviser to the Government of Bombay in all matters connected with stationery, printing and publication branches. Except where specially provided by the rule, no purchases of stationery, typewriters, duplicators, etc., can be made except through him or on his advice. He is responsible for seeing that the stores are properly stocked, that the stores are of good quality and according to the approved samples and that indents submitted in accordance with the rules in force are promptly and carefully attended to. He will deal with any serious breach of instances of neglecting the rules and in more serious cases will refer the question for the orders of the Provincial Government.

29. *Method of supply.*—Supplies of stationery in general are made by the Stationery Office to each individual officer on a quantitative basis fixed on the average consumption of past three supply years irrespective of any fluctuations in prices.

30. *Printing work at Government Presses.*—The Superintendent, Government Printing and Stationery, controls the purchase of paper and other requisites required by the three Government Presses in the Province of Bombay, viz. :—(1) the Government Central Press, Bombay, (2) the Yeravda Prison Press, Yeravda, and (3) the Government Photozinco Press, Poona, and exercises a thorough check on the

printing work executed by these presses and is the Administrative Officer of the Printing Department in all respects.

31. *Book Depôt (Publication Branch).*—The Superintendent, Government Printing and Stationery, is also in the administrative charge of the Government Book Depôt (Publication Branch of the Government of Bombay) which is now located in the premises of the Stationery Office building. Periodicals, books, Government Gazettes, Indian Law Reports and all Government publications are stocked for sale in this Branch which is also an agency for procuring supplies of newspapers and other periodicals as well as for making supplies of books, etc., to the High Commissioner for India, London, and for public officers under the Government of Bombay.

32. *Free supplies to officers.*—Supplies of stationery, etc., shall, as a rule, be made by the Stationery Office, free of charge. All officers under the Government of Bombay entitled to a free supply should annually obtain their supplies of stationery from the Stationery Office. Lists of such articles as are stocked and supplied by the Stationery Office and a list of officers entitled to a free supply are printed in separate appendices to this Manual. Supplies of stationery to officers other than those mentioned in the list shall only be made from the Stationery Office on receipt of the specific sanction of the Government of Bombay.

33. *Supplies on payment.*—Supplies of stationery, etc., are also made by the Stationery Office under specific orders of Government on payment to certain officers every year. A list of such officers will be found printed in Appendix IV to this Manual.

34. *Local purchase of stationery.*—The system of local purchase of stationery stores departmentally by officers was discontinued under orders of Government (*vide* Government Resolution, General Department, No. 2367, dated 4th April 1923). The officers, however, are allowed to arrange for the local purchase direct departmentally of certain articles of petty supply not usually stocked by the Stationery Office, such as matches, oils, brooms, tin pots, buckets, candles, candle-stands, lanterns, etc., and pay the cost from their office contingent grants. A list of such petty supply articles can be seen printed on page 108, Appendix IV, in the 1st Edition of the Financial Publication No. IX of the Government of Bombay. This list is reproduced in this Manual under Appendix X for ready reference.

35. *Classes of articles stocked and supplied.*—The Appendices VI to IX to this Manual contain a complete list of articles stocked and supplied from the Provincial Stationery Office of the Government of Bombay. Articles of a special nature are intended for supply to certain specific departments of Government and the names of such departments and officers are mentioned in Appendix IX against the articles concerned.

36. *Closing of Stores for annual stock-taking.*—The issues of stores by the stationery office are temporarily suspended every year from 1st of April to 20th of April for annual stock-taking. Indents received after 20th March shall not ordinarily be complied with until the Stores are re-opened for regular issues and unless they are of an urgent or exceptional nature. In this case indents will be complied with, so far as practicable, without causing any inconvenience to the stock-taking work.

37. *Purchase of supplies.*—Articles of stationery, etc., supplied from the stationery office are purchased by the Superintendent, Government Printing and Stationery, either in India or obtained on indent from the Director-General, India Stores Department, London, as is found to be most economical. Such purchases are governed by the rules issued by the Government of Bombay (*vide* Government Resolution, General Department, No. 8470, dated 21st October 1936, reproduced in this Manual under Appendix No. I).

38. *Tenders for paper and miscellaneous articles of Stationery.*—Separate tenders for papers—both writing and printing—required by the Stationery Office as well as the Government Presses in the Province and for articles of stationery, drawing materials, kamblis and umbrellas textiles etc., for a quantity based on the average issues of the preceding three years *plus* three months' stock less balances in hand at the time of the tenders are invited by the Superintendent, Government Printing and Stationery, every year, in the month of November with wide publicity by advertising in the approved and important local and mofussil papers. On opening the tenders, all samples submitted are arranged in order for the purpose of comparison in respect of qualities and prices and the selection is made mostly on the suitability of the article for the purpose for which it is intended and on the prices quoted in the tenders. Recommendations are then made to Government, in accordance with the rules and financial limits laid down by Government in their orders issued from time to time, for final decision and sanction. Government in their General Department Memorandum No. P.212/8064-C, dated 13th May 1940, have issued instructions in this respect and these are reproduced below :—

(1) The Superintendent should, before making recommendation to Government for the purchase of *any* article of stationery, drawing, etc., required during the year, invite in time tenders for the article or articles in question by advertisement in the papers approved by Government, viz. :—

(1) The *Times of India*, Bombay.
(2) The *Statesman*, Calcutta.
(3) The *Dnyanprakash*, Poona.
(4) The *Jam-e-Jamshed*, Bombay.
(5) The *Bombay Chronicle*, Bombay.
(6) The *Hilal*, Bombay.
(7) The *Indian Trade Journal*, Calcutta.

The advertisement should be clear and complete, particularly in regard to the quality, specification and manufacture of the article. If, for any reason, the Superintendent does not consider it worthwhile to invite tender for any article by advertisement in the papers, he should obtain the previous sanction of Government for it.

(2) In the matter of selecting an article of stationery like ink, gum, oil, etc., which requires technical test, the Director of Industries, Bombay, should be consulted. The question of ascertaining the current market rate of an article of a given variety when the tendered rates of the article differ widely or to ascertain whether a particular article is of Indian manufacture and if not, whether a suitable article of Indian Manufacture can be obtained from any source or in similar other matters, the advice of the Director of Industries may be necessary. Before, therefore, making his recommendations to Government for the purchase of any such articles, the Superintendent should obtain the advice of the Director of Industries and furnish a copy of his report to Government along with his proposals.

(3) The Superintendent should submit all his proposals for contracts *at least* one month before the orders are required. If, in any case, Government orders are required urgently, the reasons therefor should be given clearly.

(4) The Superintendent's proposals should be self-contained and clear, and should be accompanied by a notice published in the newspapers and a tabular statement which should contain the following information :—

(1) Serial No.

(2) Name of the article.

(3) Approximate annual consumption.

(4) Stock on hand.

(5) Approximate quantity required during the year.

(6) Name of the contractor and the rate of the contract sanctioned during the previous year.

(7) Names of tenderers for the article required and their rates.

(8) The name of the tenderer whose tender is recommended by the Superintendent.

(9) The reasons for the Superintendent's recommendation. In this connection the Superintendent should *inter alia* furnish the following information :—

(*a*) Whether the article of stationery and stores proposed to be purchased is manufactured in India or out of India.

(*b*) If the article is manufactured outside India, whether he has satisfied himself by proper enquiry that a similar article manufactured in India is not available.

(c) If the article is manufactured in India, whether it is hand-made or mill-made and in any case whether it has been manufactured in this Province or not.

(d) Whether the tenderers recommended are manufacturers themselves or are agents for the manufacturers or are mere commission agents.

39. *Purchase of Paper.*—Particular attention shall be paid to the purchase of paper which constitutes a large proportion of the issues from the Stores. Separate tenders for a quantity based on the probable annual requirements of the Government Presses and the stationery office, on the lines indicated above, for each class of paper, are widely advertised for information of the paper industrialists, importers and agents throughout India and efforts are always made to secure competitive prices for qualities sufficiently good for the purpose required. The contracts shall ordinarily be for a period of one year's supply. Short term contracts should, however, be made with the sanction of Government if the state of the market or circumstances prevailing render such a step desirable.

40. *Supply of typewriters, duplicators.*—Typewriters, rotary duplicators, adding and calculating machines are not, as a rule, kept in stock by the Stationery Office. When required they are purchased through the local representatives or Agents for direct supply to the officers concerned on receipt of the specific sanction of Government as required by the rules and orders issued from time to time and separately dealt with under the relative chapter in this Manual. Quotations for all such makes of typewriters, rotary duplicators, etc., on the approved list of Government are called for every year in the month of March from the representatives or agents and are forwarded to Government for approval, with the foregoing year's rates noted against them for comparison.

41. *Supply of clocks, time pieces, etc.*—As regards the purchase of clocks, time pieces, cash and despatch boxes, platform scales, cabinets, etc., catalogues and quotations are called for by the Superintendent, Government Printing and Stationery, every year, from the different manufacturers and dealers in India and specific patterns are selected with the approval of Government on the prices, durability and suitability of the articles. Clocks and time pieces are stocked by the Stationery office for supply on indents when required, but safes, cash and despatch boxes, cabinets, etc., are not stocked. They are ordered when required for a direct supply to the officer concerned with due attention to his requirements.

42. As a step to encourage the Indian Industry, clocks and small clocks of Indian manufacture obtainable at reasonable prices are now stocked by the Stationery Office, the latter as a substitute for imported time pieces, with the sanction of Government, and are supplied on indents to officers when required. As a rule, clocks are supplied to large offices and the small clocks are issued to small offices.

43. *Surprise check by the Director of Industries.*—For the purpose of ascertaining whether the quality of the articles in stock or those packed ready for issue agrees with the sealed samples on the basis of which tenders are accepted, Government have directed in paragraph 1 (*b*) of their Resolution, General Department, No. 7662, dated 30th April 1930, that in future the Director of Industries, Bombay, to whom the duplicates of the original approved samples should be sent by the Superintendent, Government Printing and Stationery, for custody, should carry out the work and should have a surprise check on the articles in stock at the Stationery Office on occasions other than the annual stock-taking and submit his report to Government in the matter as soon as the check is completed.